

# Media Services

## Audiovisual Unit

### Multimedia Equipment Loan Agreement

I \_\_\_\_\_ or the department will be liable in the event of theft, loss or damage of any equipment.

- The User or department is responsible for all equipment loaned to you.
- The User or department is responsible for replacement of theft, loss or damage of any equipment.
- All multimedia equipment is a user to pickup and a user to return. Multimedia equipment is considered laptops, digital cameras, presentation multimedia carts, LCD projectors and sound equipment.
- For orientation on multimedia equipment call 733-2500 to make an appointment.
- Arrangements for weekend use of multimedia equipment need to be made before 4:00 p.m. on Friday. Responsibility and security arrangements will be the responsibility of the user until equipment is returned on the next working day.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
AV Personnel

\_\_\_\_\_  
Date

Please initial here if you wish to keep this form on file for the current semester. \_\_\_\_\_

\_\_\_\_\_  
Notes: To Be Filled Out By Audiovisual Personnel

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